



DEPARTMENT OF THE NAVY  
PRECOMUNIT GEORGE H W BUSH (CVN 77)  
4101 WASHINGTON AVENUE, BUILDING 2  
NEWPORT NEWS, VA 23607-2787

IN REPLY REFER TO:  
BUSHINST 11103.1  
CMC  
21 Nov 06

**USS GEORGE H W BUSH (CVN 77) INSTRUCTION 11103.1**

From: Commanding Officer, PCU GEORGE H W BUSH (CVN 77)

Subj: COMMAND BERTHING POLICY

Ref: (a) MOU PCU GEORGE H W BUSH (CVN 77)/COMNAVREGMIDLANT  
Regional Support Services Norfolk  
(b) SUPSHIPNNINST 11103.1E  
(c) OPNAVINST 7220.12  
(d) COMNAVREGMIDLANTINST 11103.5  
(e) COMNAVREGMIDLANTINST 11103.4  
(f) COMNAVREGMIDLANTINST 11103.1

1. Purpose. Per references (a) through (f), to provide guidance for GEORGE H W BUSH (CVN 77) Sailors living in government contracted housing and those eligible to request to occupy non-government quarters ashore.

2. Policy

(a) Government Contract Housing. During the precommissioning phases (prior to crew move aboard), shipboard berthing spaces are uninhabitable. During this phase, single crew members will reside in government contracted housing in place of shipboard facilities. These facilities are managed by the Naval Support Activity (NSA) Site Manager supported by GEORGE H W BUSH crewmembers.

(b) Non-government Quarters. All crew members are considered shipboard for the purpose of this instruction. Per reference (c), single E-6 thru E-4 (over four years of service) Sailors are eligible to request to live ashore via the commanding officer. However, all single Sailors are encouraged to take advantage of contract housing, which provides many of the amenities of apartment living at no-cost. For E-5 and E-4 (over four years of service), authorization to live ashore does not constitute an automatic entitlement to receive basic allowance for housing (BAH). Approval for BAH entitlement will be granted by the regional Bachelor Enlisted Quarters (BEQ) Manager per reference (f).

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### 3. Responsibilities

#### a. Command Housing Officer

(1) The GEORGE H W BUSH housing officer located in Huntington Hall, Room 160, shall serve as the primary liaison with the NSA site director for contracted housing, and the regional Bachelor Enlisted Quarters (BEQ) Manager for all matters regarding berthing of command crewmembers.

(2) Will provide staff personnel at all assigned barracks locations to assist NSA site director with room assignments, monthly room inspections, grounds cleanliness, security and upkeep.

#### b. Department Heads

(1) Enforce standards through routine inspections, administrative and/or disciplinary actions for each Sailor assigned to a contracted barracks room or apartment.

(2) If crew member requests to occupy non-government quarters, ensure eligibility per reference (c) and appropriate counseling and screening of crewmember finances, personal responsibility, etc., and forward recommendation to the commanding officer for approval.

c. Contract Housing Residents. Have overall responsibility for cleanliness and upkeep of bachelor housing rooms and apartments. Residents are required to abide by this instruction and other governing directives. Failure to do so will result in disciplinary action. General rules and regulations for resident conduct are found in reference (d).

d. Inspectors. Shall record and report violations of cleanliness standards and material discrepancies per reference (a). Inspection forms are provided by the NSA housing office located in Huntington Hall. Inspection results and material deficiencies shall be reported to both the NSA housing office and the GEORGE H W BUSH housing office.

### 4. Action

a. Conduct of residents. General rules and regulations for resident conduct are listed in reference (d).

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b. Housing assignment. All housing assignments, check-ins and check-outs are conducted at the command housing office located in Huntington Hall. In general, E-4 and junior personnel will be assigned to the Huntington Hall barracks and E-5 and senior personnel to contracted apartments located at various locations throughout the Peninsula.

c. Resident advisors will be provided by NSA for each Bachelor Enlisted Quarters.

d. Room keys. Each resident checking into bachelor housing will sign for and receive a room/apartment key. The key assigned is the sole property of the resident who signed for it and shall not be traded or loaned to other individuals for use. Violation of this policy will result in immediate removal from leased apartments.

e. Noise and consideration of other residents. Quiet hours will be observed from 2200-0800 daily.

f. Departmental inspections. Departmental representatives shall inspect all quarters assigned to their personnel on a monthly basis. This is in addition to inspections conducted by NSA and housing office staff.

g. Inspection of leased apartments. E-6 and junior apartments will be inspected by the parent department(s), GEORGE H W BUSH housing office, and NSA staff. E-7 and senior apartments shall only be inspected by NSA staff. Note: A petty officer assigned to GEORGE H W BUSH housing office serves as recorder for NSA staff and will be present with them during the inspection.

5. Requests to occupy non-government quarters and requests for single basic allowance housing (BAH)

a. Prior to signing any lease agreement, single Sailors E-4 (over four) and E-5, must submit a request chit to the commanding officer to live ashore. Once approved by the commanding officer, the request will be forwarded to regional bachelor enlisted quarters (BEQ) manager via the command housing officer for a determination if member will be entitled to receive BAH per reference (f). All requests to occupy non-government quarters will include the following:

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(1) A draft copy of unsigned lease or letter on company letterhead to include prospective landlord name and contact phone number.

(2) Command Financial Specialist Budget Plan

(3) Latest leave and earning statement

b. If BAH entitlement is approved, requests will be forwarded to the personnel office with a copy of the newly signed lease, in order to process the BAH entitlement for payment.

6. Review. The command housing officer is responsible for the annual review and update of this instruction.

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Distribution:  
BUSHINST 5216.1  
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